

CONFIDENTIAL

18 February 1954

MEMORANDUM TO: Chief, ADMIN-DD/P

SUBJECT: Proposal for a Machine Record to Facilitate
Personnel Reassignment and Career Management

1. The attached proposal was discussed with CFI, who is strongly interested in it. He requests that in the editing of Annexes D and F, we take care not to overstate career prospects to personnel in the field who, from their own experience to date, have not yet been impressed with headquarters ability to undertake career planning.

2. Consequently, for example, CFI would prefer omitting references to "career management" in Annexes D and F, placing greater emphasis on the administrative mechanics which must be established to enable us to consider a man's next assignment and to plan DD/P training courses. This, of course, does not imply that the proposal will not be useful as a tool in career management as we envisage it. However, we would thus avoid discussion of career planning among personnel overseas in advance of actual headquarters performance.

3. CFI further felt that the use of a form such as proposed in Annex E (IAPW), while an administrative necessity, should not lead field personnel to an impression that they can pick their next training courses at their own discretion. He suggests, therefore, that we refer in Annex D to paragraph 5 of Annex E as a tentative point of departure for the consideration of the individual's future training needs which may be drastically affected by the Agency's operational plans.

4. Finally, CFI recommends that Annex F clearly spell out that all earlier requests for advance information concerning the return of overseas personnel are rescinded.

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Office of Personnel
- 1 cc: CFI
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FOR NO. 20X NO. 6 NO CHANGE
IN CLASS DECLASS. CLASS CHANGED TO: IS S (RET. JUST. 22)
NEXT REV DATE: 10 REV DATE: 20X NO. 6 NO CHANGE
NO. PGS: 1 CREATION DATE: 20X NO. 6 NO CHANGE
REV CLASS: C REV COORD: AUTH: HR 70-4

25X1A

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